Information for Advisors- August, 2012

We’ve moved: The Academic Advising Resource Center has moved to Boatwright Administrative Wing, 025.

Important dates:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group meeting with parents of your incoming advisees</td>
<td>Thurs., 8/23, 9:30-10:15</td>
<td>has been emailed to you</td>
</tr>
<tr>
<td>Group meeting with your incoming advisees</td>
<td>Thurs., 8/23, 1:45-3:15</td>
<td>has been emailed to you</td>
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<tr>
<td>Individual meeting with your incoming advisees</td>
<td>Fri., 8/24, individually scheduled, location: your office</td>
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<tr>
<td>Registration for entering first year and transfer students</td>
<td>Fri., 8/24, 9 AM – Sat 8/25, midnight</td>
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<tr>
<td>No fee add/drop (1st week)</td>
<td>Mon., 8/27, 7 AM – Fri 8/31, 5 PM</td>
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<tr>
<td>End add/late registration</td>
<td>Fri., 9/7, 5 PM</td>
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<tr>
<td>End pass/fail, audit option</td>
<td>Fri., 9/7, 5 PM</td>
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<tr>
<td>Last day to declare major/minor</td>
<td>Fri., 9/7, 5 PM</td>
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<tr>
<td>Last day to apply for May or Aug graduation</td>
<td>Fri, 9/14, 5 PM</td>
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<tr>
<td>Last day to withdraw from class</td>
<td>Fri., 10/12, 5 PM</td>
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</table>

New sections of courses added since registration for first year students began: Phil-251 (Elementary Symbolic Logic, FSSR).

Courses first year students must have in the fall: FYS and WELL-085. Note: a student is considered a full time student if they are registered for 3.5-5.5 units.

What is new in the curriculum?

- Luso-Brazilian Studies minor (contact Dixon Abreu): http://undergraduatecatalog.richmond.edu/artscience/department/luso-brazilian-studies.html

What’s new on BannerWeb? It is now possible to look up course descriptions on BannerWeb by clicking on the CRN and then “view catalog entry”. Once you have clicked on the CRN, if you click on
the name of the course in bold blue at the top, you will also be able to see pre-reqs for the course. **COM-2** and the language requirement: [http://newspiders.richmond.edu/academic/planning-schedule/language/index.html](http://newspiders.richmond.edu/academic/planning-schedule/language/index.html)

**General Education- Fields of Study**
Requirements: [http://newspiders.richmond.edu/academic/planning-schedule/general.html](http://newspiders.richmond.edu/academic/planning-schedule/general.html)

Courses for students to consider that they might not otherwise consider: [http://advising.richmond.edu/students/courses.html](http://advising.richmond.edu/students/courses.html)

Recommended first course in each major/minor: [http://newspiders.richmond.edu/academic/planning-schedule/first-courses.html](http://newspiders.richmond.edu/academic/planning-schedule/first-courses.html) (note: chairs/program directors were queued for this information in the spring. If your program does not appear on this list, please send us the information and we will update)

**AP/IB credits:** [http://registrar.richmond.edu/services/policies/creditbyexamyear/exam-credit_2012policy.html](http://registrar.richmond.edu/services/policies/creditbyexamyear/exam-credit_2012policy.html)

Information for new first year students: [http://newspiders.richmond.edu/](http://newspiders.richmond.edu/)

Information for new transfer students: [http://www.richmond.edu/transfer/index.html](http://www.richmond.edu/transfer/index.html)

**Major/minor declarations:** [http://registrar.richmond.edu/services/policies/declare.html](http://registrar.richmond.edu/services/policies/declare.html) (first 2 weeks of any semester after the sophomore fall)

Information for students that want to major in the Business School ([contact: Bob Nicholson or Laura Thorpe](http://robins.richmond.edu/undergraduate/enrollment-process.html)): [http://robins.richmond.edu/undergraduate/enrollment-process.html](http://robins.richmond.edu/undergraduate/enrollment-process.html) (declarations no later than the first 2 weeks of the sophomore fall). Note: Business stats-I and II (BAUD 201 and 301) have been replaced by BAUD 202 for students entering in the fall of 2012.

Information for students that want to major in the Leadership School ([contact: Kerstin Soderlund](http://jepson.richmond.edu/academics/admission.html)): [http://jepson.richmond.edu/academics/admission.html](http://jepson.richmond.edu/academics/admission.html) (applications due no later than 9/28, after a student has attended an information session)

Tips on advising meetings: [http://advising.richmond.edu/advisors/meeting/index.html](http://advising.richmond.edu/advisors/meeting/index.html)

Having a meal/coffee with your advises? Dining reimbursement policy: [http://advising.richmond.edu/advisors/dining.html](http://advising.richmond.edu/advisors/dining.html)

Study abroad. You may wish to explore the study abroad by major site: [http://international.richmond.edu/semester/program/study-abroad-by-major.html](http://international.richmond.edu/semester/program/study-abroad-by-major.html)

**Student Progress Reports:** [http://advising.richmond.edu/advisors/struggling.html](http://advising.richmond.edu/advisors/struggling.html)
**Financial Aid:** Students must be making Satisfactory Academic Progress in order to receive financial aid. Financial aid from the University of Richmond (institutional aid) is available to undergraduate students through their eighth term of enrollment (prorated for transfer students). Undergraduate students are eligible for federal aid through their twelfth term, including enrollment at schools other than Richmond. If you are advising a student receiving financial aid, who is considering course enrollment decisions that would result in more than four years of study at UR, please encourage him/her to meet with a member of the financial aid counseling staff. No institutional aid is available for summer courses, however loans may be possible. Interested students should speak with a member of the financial aid staff.

**FERPA** (contact: Registrar’s Office. Remember FERPA cards must be returned to the Registrar’s Office whether or not students have signed them):
FERPA information for advisors: [http://registrar.richmond.edu/ferpa/advisors.html](http://registrar.richmond.edu/ferpa/advisors.html)
FERPA information for faculty and staff: [http://registrar.richmond.edu/ferpa/fac-staff.html](http://registrar.richmond.edu/ferpa/fac-staff.html)
FERPA information for students: [http://registrar.richmond.edu/ferpa/students.html](http://registrar.richmond.edu/ferpa/students.html)
FERPA information for parents: [http://registrar.richmond.edu/ferpa/parents.html](http://registrar.richmond.edu/ferpa/parents.html)
FERPA full policy statement: [http://registrar.richmond.edu/common/PDF/2_2%20FERPA%20Faculty%20and%20Staff/FERPA%20Policy_FINAL-Dec%202010.pdf](http://registrar.richmond.edu/common/PDF/2_2%20FERPA%20Faculty%20and%20Staff/FERPA%20Policy_FINAL-Dec%202010.pdf)

**Residency Requirements** ([http://undergraduatecatalog.richmond.edu/procedures/index.html](http://undergraduatecatalog.richmond.edu/procedures/index.html); contact: Registrar’s Office):

**Transfer Credit:** Credit in transfer may be accepted only for courses which are comparable to courses offered in the School of Arts and Sciences, Jepson School of Leadership Studies, and/or Robins School of Business curriculum at the University of Richmond. Moreover, the coursework must have been taken at an institution accredited by a regional accrediting agency or the international equivalent at the time the work was taken, and a grade or equivalent of C (2.0) or better must have been earned.

Approved credit earned at another institution will be converted to the University of Richmond unit (one unit is the equivalent of 3.5 semester hours) and applied to the record accordingly. Up to five 3-semester hour courses will be transferred in as one unit; additional 3-semester hour courses will be transferred in as .86 units. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the academic department concerned. Units awarded are added into units required for graduation, but grades are not calculated in the grade point average.

Students entering the University of Richmond as first-year students must complete 28 units of University of Richmond-approved work toward the undergraduate degree, which includes approved exchange and study abroad programs, approved visiting away and off-campus programs as well as courses taken through dual degree and cross-registration programs. Students entering as first-year students must complete at least 17.5 units in residence at the University of Richmond.

Students entering the University of Richmond as transfer students (having matriculated after graduation from high school as a degree-seeking student at another post-secondary institution) with at least 6.82 units of transfer work will have the 28-unit requirement prorated.

Transfer students who attended another institution for one year must earn 23 units of University of Richmond-approved work toward the undergraduate degree which includes approved exchange and study abroad programs, approved visiting away and off-campus programs as well as courses taken through dual degree and cross-registration programs. Transfer students who attended another institution for one year must complete at least 17.5 units in residence at the University of Richmond.
Transfer students who have attended another institution for one and one half years must earn 20.5 units of University of Richmond-approved work toward the undergraduate degree which includes approved exchange and study abroad programs, approved visiting away and off-campus programs as well as courses taken through dual degree and cross-registration programs. Transfer students who attended another institution for one and one half years must complete at least 17.5 units in residency at the University of Richmond with one exception: they may apply up to 1 unit earned on an approved exchange or study abroad program towards the 17.5-unit residency requirement.

Transfer students who attended another institution for two or more years must earn 17.5 units in residence at the University of Richmond with one exception: they may apply up to 4 units earned on an approved exchange or study abroad program towards the 17.5-unit residency requirement.

**Work at the University:** To earn an undergraduate degree, a student must complete 28 units of University of Richmond approved work which includes approved exchange and study abroad programs, approved visiting away, dual-degree and off-campus programs as well as courses taken through cross-registration (transfer students will have this requirement prorated—see section on Transfer Credit).

A student must have completed at least 17.5 units of acceptable coursework required for the degree in residence at the University of Richmond (transfer students will have this requirement prorated—see section on Transfer Credit). The last eight units are expected to be included within the 17.5 units required in residence. In no case may a student count more than 17.5 units from a single subject area toward the minimum number of units necessary for graduation. Students may not apply more than four courses from the School of Continuing Studies towards their degree.

**Note:** No degree is conferred if the student's responsibilities to the University have not been met. These responsibilities include, but are not limited to, such matters as the payment of fees, parking fines and library fines, and the return of library books.

**Robins School of Business:** All transfer students, as part of their degree requirements, must complete at least 12 units of coursework in business/economics within the Robins School of Business.

**Jepson School of Leadership Studies:** At least 10 of the required 17.5 residence units required for a degree must be taken in the Jepson School of Leadership Studies.

<table>
<thead>
<tr>
<th>Year (s) Completed Elsewhere</th>
<th>Maximum units accepted in transfer</th>
<th>Richmond units that must be completed (can include approved abroad and domestic away programs)</th>
<th>Units Required in residency on campus at University of Richmond</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>7</td>
<td>28</td>
<td>17.5</td>
</tr>
<tr>
<td>1</td>
<td>12</td>
<td>23</td>
<td>17.5</td>
</tr>
<tr>
<td>1.5</td>
<td>14.5</td>
<td>20.5</td>
<td>17.5 (1 unit of which may be completed on an approved study abroad program)</td>
</tr>
<tr>
<td>2</td>
<td>17.5</td>
<td>17.5</td>
<td>17.5 (4 units of which may be completed on an approved study abroad program)</td>
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